FY13 Legislative Proposal Process

Proponent
(Legislative Idea)

FM&C
(Cost Validation)

ASA /OGC
(Sponsorship Approval)

OCLL
(Package Review)

FM&C
(Budgetary Review)

OCLL
(Prepares package for OTJAG drafting)

OTJAG
(Proposal Drafting)

OGC Review
(Final Review)

OCLL
(Package for ECC)

G-3
(Prioritization)

Secretary
(Approval)

OCLL
(Package for DoD OLC)

DOD
(Obtains DoD Coordination/Approves for Submission to OMB)

OMB
(Approves for Submission to Congress)

CONGRESS
(Determines inclusion in the NDAA)

Legislative Proposal Process – Roles and Responsibilities

FM&C
(Cost Validation)

Proponent
(Legislative Idea)

- ❑ SME develops the legislative idea (Legislative Proposal Template and Cost Benefit Analysis (CBA)).
- ❑ SME ensures all requirements are met by initialing off on the Legislative Proposal Checklist.
- ❑ SME ensures all required coordinations (minimum staffing with their PEG/Resource Manager, Proponent's supporting legal counsel, as well as their OSD and Service counterpart.)
- ❑ SME/CACO, after ensuring all items in the proposal checklist are complete, will forward the Legislative Proposal, CBA and Checklist to FM&C (DASA-CE) via the Cost and Performance Portal at (https://cpp.army.mil). Note: You will need to apply for an account at this site prior to gaining access.
- ❑ Upon completion of their review, FM&C (DASA-CE) will issue a memo indicating the suitability of the CBA for decision making back to the submitter.
- ❑ SME/CACO completes the checklist to reflect FM&C (DASA-CE) approval and prepares a package for ASA approval. Package should contain: Form 5 with appropriate coordinations, Memo to OCLL for ASA signature, Legislative Proposal (which is your completed template) , the CBA, FM&C (DASA-CE) approval memo, and the proposal checklist. **(Note: GO/SES approval authority is required on the Form 5.)**
- ❑ CACO reviews the legislative package and initials off on the proposal checklist to reflect completeness of all proposal requirements and forwards this legislative package to the ASA Approving CACO.

ASA/OGC

- ❑ ASA CACO reviews the legislative package and initials the

Legislative Proposal Process – Roles and Responsibilities

OCLL	❑ Reviews legislative package and initials the proposal checklist to reflect completeness of all proposal requirements. ❑ Forwards legislative package to FM&C (DASA-CE) to provide Budgetary review. ❑ Uploads legislative package to the OCLL I&L website for Army review/comment. ❑ OCLL will work with the CACOs to resolve any Army non-concurrences.
FM&C	❑ Reviews the legislative package and provides a budgetary review. ❑ Provides coordination to OCLL.
OCLL	❑ Updates OCLL I&L website to reflect current status. ❑ Forwards legislative package to OTJAG for drafting.
OTJAG / OGC	❑ OTJAG drafts language and coordinates legislative proposal with OGC. ❑ OGC provides a final review. ❑ OTJAG provides coordinated legislative proposal to OCLL.

Legislative Proposal Process – Roles and Responsibilities

OCLL **G-3**

- ❑ Posts proposal to the OCLL I&L website.
- ❑ Obtains G-3 determination of Army priorities and must-have designations.
- ❑ Prepares package for SA approval. Final package will reflect OTJAG, OGC, and SAFM-BUL coordinations.

SA Approval

- ❑ Reviews Army legislative proposals and approves priority and must-have designation.

(Note: Proponents should expect that late proposals not provided to the SA with this legislative package will not be considered until the following year's legislative cycle.)

OCLL

- ❑ Receives SA approved package and provides to the DoD Office of Legislative Counsel (OLC).
- ❑ Updates OCLL I&L website with the signed memo, reflecting Army priorities and must-have designations.

DOD

- ❑ Receives Army legislative proposals and posts to the OLC website for DoD review.

(Note: Any change in language or non-concurrences will be resolved by OCLL working directly with the SME/CACOs).

- ❑ Submits DoD approved proposals to the Office of Management and Budget (OMB) for their consideration.

Legislative Proposal Process – Roles and Responsibilities

OMB

- **OMB reviews all DoD approved proposals and determines submission to Congress. Once approved, DoD OLC will package the proposals for submission to Congress.**
  (Note: Any comments made by OMB are directed to OLC. OLC will work with OCLL to resolve any concerns.)

CONGRESS

- **Considers inclusion of the legislative language for the National Defense Authorization Act. (NDAA)**

Legislative Proposal Process – Resources

Proponent/ ASA

Section provided for CACO/SME - Use as needed

- **Proponent CACO:**
- **Proponent SME:**
- **Proponent Supporting Legal Counsel:**

- **ASA CACO:**
- **ASA SME:**
- **ASA Supporting Legal Counsel:**

OCLL

- **Points of Contact:**
  - **Dianne Smith-Neff: 703-697-8174 (dianne.m.smith2@us.army.mil)**
  - **Tara Kavanagh-Tadlock: 703-614-8491 (tara.kavanagh@us.army.mil)**
  - **Christan "CJ" Varner: 703-697-2107 (christan.varner@us.army.mil)**
- **OCLL I&L Website: http://ocll.hqda.pentagon.mil/investigations.aspx**

FM&C

- **Cost Benefit Analysis:**
  - **Cost and Performance Portal: https://cpp.army.mil**
  - **POC: Brooke Allen: 703-692-7871 (brooke.allen@us.army.mill)**
- **Budgetary Review:**
  - **POC: Monica Davis: 703-614-6041 (monica.a.davis@us.army.mil)**

OTJAG / OGC

- **OTJAG:**
  - **Mark Gingras: 571-256-2908 (mark.gingras@conus.army.mil)**
- **OGC:**
  - **Dennis Kirk: 703-695-1277 (dennis.dean.kirk@us.army.mil)**
  - **Cheryl Hipp: 703-697-2463 (cheryl.hipp@us.army.mil)**